

State of Illinois  
Department of Central Management Services  
Bureau of Personnel  
Springfield, Illinois 62706

**Supplementary Examination Announcement**

**PUBLIC SERVICE ADMINISTRATOR - 37015**

Monthly Salary Range: \$3116 - \$6820

Option 6E: Laboratory Specialist

General duties:

In a Molecular Diagnostics Laboratory, under general direction, a Public Service Administrator option 6E supervises professional staff and/or independently develops and performs highly complex microbiological testing of clinical specimens (blood, sera, urine, tissue, cerebral spinal fluid, etc.) and environmental samples (water, food, etc.) for infectious disease agents, including pathogenic and non-pathogenic bacteria, viruses, parasites, etc. Monitors and documents all quality assurance and quality controls for test procedures. Oversees staff in performing thorough literature searches of scientific/medical research for applications of biochemical and microbiological testing methods on disease causing organisms.

In a Mass Spectrometry Toxicology Laboratory, a Public Service Administrator option 6E under direction, supervises professional/technical staff performing highly specialized and complex professional analytical chemistry work utilizing sophisticated tandem mass spectrometry, MS/MS equipment. Prepares and submits QA/QC reports and interpretation of unusual results.

The requirements for a minimal passing grade are as follows:

Training and Experience: Requires possession of a Bachelor's degree in bacteriology, biochemistry, biology, botany, chemistry, medicine, microbiology, toxicology, or zoology PLUS four years of professional laboratory experience. It is highly desirable that the professional laboratory experience provide:

- (1) knowledge of the theory and application of complex equipment used for analyzing environmental or clinical specimens;
- (2) thorough understanding of the quality assurance requirements including the design of quality control acceptance values based on analytical statistics;
- (3) ability to write laboratory procedure manuals;
- (4) ability to respond to procedural and quality assurance audits.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

Counties in which positions are established: Cook, Jackson, Sangamon.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

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**YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.**

Send a completed (CMS 100) application to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, Illinois 62706. Your training and experience will be evaluated from your application.

-----AN EQUAL OPPORTUNITY EMPLOYER-----